



Position: Office Manager/Program Assistant

Reports to: Program Director & Curator

Hours: 20 hours per week. More hours leading to full time possible based on performance/ability

Location: North Main Street, Providence, RI

Start date: Immediately

The Center for Reconciliation (CFR) is an initiative of the Episcopal Diocese of Rhode Island. We offer a wide range of events, ongoing programs and exhibits designed to connect the public to the history and the legacy of slavery, the slave trade, and the construction of race in America so that we can together build a more just and equitable future.

The Office Manager/Program Assistant (OM) works with the Program Director on the planning, marketing, administration and implementation of public programs and temporary exhibitions for adult and youth audiences at the Center for Reconciliation. All programs are related to the history of the Transatlantic slave trade, chattel slavery, colonialism, and their racial legacies in the United States. CFR programs include discussions with authors, scholars, curators, artists, gallery talks, concerts, theater programs, walking tours, and film screenings. The ideal candidate is a highly organized, creative, critical thinker with experience managing multiple projects. Qualified candidates may have the opportunity to steward select program partnerships.

The Office Manager will work on the following in close concert with the Program Director:

- Program Coordination
  - In conversation with the Program Director, the OM will take the lead on coordinating the logistics of specific programs and initiatives. Such coordinating could include compiling program supplies and ensuring that they are available; determining A/V needs; managing volunteers, and liaising with speakers, participants and volunteers, as appropriate.
- Program Marketing and Communications
  - The OM should be comfortable drafting marketing copy as well as fliers for upcoming programs. Depending on skill level the OM may draft new printed collateral for programs (bookmarks, rack cards, signage, etc.).
- Program Execution
  - In conversation with the Program Director, the OM should be present for any public programs where they are expected. Along with other staff and volunteers, OM's should ensure that all necessary event preparation



is done in advance of the event; help to set-up and break-down each event; and be available to help with any tasks necessary during the event (check-in desk, food set-up, A/V, etc.).

- Other administrative duties as assigned including tracking visitor numbers; maintaining budgets; ordering supplies; scheduling and events; drafting and submitting invoices; coordinating travel; managing tour guide and intern schedules; respond to and redirect voicemails and emails.

### **Essential skills and qualities:**

The Office Manager/Program Assistant must be comfortable taking initiative, managing and executing projects, and enjoy working both collaboratively and independently within a small team of staff and volunteers. Candidates must be able to manage multiple projects.

The OM must also be detail-oriented, flexible and professional with strong communication and problem-solving skills. Successful candidates will have excellent organizational and time-management, writing and editing skills.

Candidates must be comfortable with and/or interested in having thoughtful and sensitive discussions about race, history and identity.

A basic facility with technology and/or willingness to learn new technical skills (graphic design software, Eventbrite, Trello, Google Cal and Google Drive, Wordpress, Canva, etc.) is necessary. A basic facility with and/or willingness to learn basic office skills (scanning, photocopying, laminating, etc.) is also necessary.

### **Hours**

20 hours per week. Successful candidates will have the opportunity to work an additional 10-15 hours per week at the Episcopal Diocese of Rhode Island.

### **Compensation**

\$15 per hour

**Interested candidates should email a resume and cover letter to [elon@cfrii.org](mailto:elon@cfrii.org) with “Office Manager” in the subject line.**

The Center for Reconciliation is an Equal Employment Opportunity Employer.